

OTE 84-5073

20 NOV 1984

MEMORANDUM FOR: Chief, Real Estate and Construction Division, OL

ATTENTION:

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FROM:

Executive Officer, OTE

SUBJECT:

OTE Requirements

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1. The following are the OTE requirements for the 12,000 square feet of space

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Classrooms

Four classrooms approximately 750 square feet each with 15 - 25 terminals per classroom.

One classroom approximately 550 square feet.

One classroom approximately 1,000 square feet with 20 terminals.

In five of the six classrooms we have a requirement for terminals.

Office Space

We anticipate the assignment of approximately 28 personnel to the Two one-person offices and thirteen two-person offices would meet our requirements. We expect to equip each office with at least one terminal. We will attempt to centrally locate the printers.

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Vaulted Areas

Our requirement calls for two vaulted areas approximately 200 square feet each.

SUBJECT: OTE Requirements [REDACTED]

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Terminals and Telephones

34 lines into D0 Special Center

32 [REDACTED] VM lines

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34 VM/SAFE lines

2 lines for printers

36 secure lines

36 black telephones

Team Rooms

We have a requirement for four team rooms adjoining the large classroom, each team room to be equipped with a camera and audio hook-up.

2. The separate space [REDACTED] will be utilized for physical training. This activity requires an area that is relatively unencumbered with desks, chairs, and/or other furnishings. The programs to be conducted in this space will primarily be offered to overseas bound Agency employees.

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3. If you have any further questions, please let me know.

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C/AD/ [REDACTED] (20 Nov 84)

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